



Community Local Infrastructure Recovery Package

Arts and Culture Priority Needs Program

Application Guide

Overview

The aim of this Arts and Culture Priority Needs Program is to prioritise funding to support assessment and planning and urgent small-scale repair and replacements for arts and cultural infrastructure assets most affected by the February - March 2022 floods..

Funding is available for:

- damage and risk assessments, feasibility studies, planning, design and options for repair, rebuild, replacement of arts and cultural infrastructure assets that consider flood mitigation strategies and supporting potential future resilience,
- protection and make safe works to ensure arts and cultural infrastructure assets are not further damaged; and
- urgent small capital works on arts and cultural infrastructure assets to enable creative activity to continue.

Refer to the Program Guidelines for full eligibility requirements.

Filling in the application form on SmartyGrants

Completing the online application form will take time. Large file attachments can take a long time to upload. Remember to give yourself adequate time to complete the application form and upload supporting documents before the deadline.

When filling in the application, remember to:

- Save the application form regularly as you progress.
- Ensure all mandatory questions are completed. Provide responses to all required fields (marked by a red *).
- Fill out all relevant sections of the application form.
- Provide responses that are consistent, concise and to the point.
- Ensure that you have all required supporting documentation ready to upload.
- Specify filenames for your supporting documents in a way that they are easily identifiable.
- Have the application and associated supporting documents approved by the head of your organisation before submitting.
- Notify Create NSW if you encounter any issues as soon as possible.

The amount of detail you provide in your application should be at a level where the assessors can clearly ascertain the benefits of your project, that all relevant risks have been considered, and that the organisation is capable of delivering the project successfully.

After completing the application form, the last page allows you to review your responses. If any required questions or fields have been missed or filled incorrectly, you will be unable to submit the application until all highlighted areas are addressed. You can fix this by clicking **Go to Page**. Once you have correctly filled all required questions or fields, you can return to the Review and Submit page and click **Submit Application**.

When your application is submitted you will receive an email confirmation that the application has been received.

Applications will close at 2pm on Wednesday, 30 November 2022, or until all allocated funds are exhausted.

Project Budget and Forecast Operational Budget

Download a copy of the [Project Budget and Forecast Operational Budget spreadsheet template](#). The first sheet of the template provides a guide on how to complete this template. Fill in the template with the details of your project budget and your operational budget, and upload this in the 'Project Details – Project Budget' section of the application.

For all amounts in your application and in the spreadsheet, remember:

- If the applicant is GST registered - exclude GST
- If the applicant is not GST registered - include GST

Project Budget

The Project Income section in the Project Budget sheet will require you to provide a list of expected project funding sources for the project. Include the amount you are requesting from CLIRP as the first line item. Remember to include all internal and external sources, including all cash and in-kind contributions.

If available, include supporting documents for each identified funding in your 'Supporting Documents / Attachments'.

Note: Details of your application may be shared with other Commonwealth and State government departments if you have indicated them as one of your other funding sources. By submitting an application, you confirm that you agree to this.

Provide details of anticipated costs for the entire project in the Project Expenditure section in the Project Budget sheet.

Avoid combining different costs into one item to make it clearer and easier for the Assessment Panel to understand the costs.

Reflect both cash and in-kind items if they have been reflected in the Project Income section.

Ensure you submit a break-even budget (Project Income equals Project Expenditure). There are calculated fields at the bottom of the tables to help check this.

Forecast Operational Budget

The Forecast Operational Budget allows you to demonstrate that the organisation's financial sustainability.

If you have a three-year forecast operational budget already prepared, you can upload this instead of completing the Forecast Operational Budget template on the spreadsheet.

List all expected annual operational income sources and operational expenditures to demonstrate the estimated annual cost of ongoing operation of your facility/project for the first three years after completion of the project.

Operational income may include revenue from sales and increases to income in later years as a result of the project as well as cash and in-kind contributions from external sources.

Operational expenditures may include administrative costs, salaries and wages, maintenance and utilities, and other costs required to operate the facility.

Uploading Supporting Documents

The Project budget and forecast operating budget need to be prepared and completed using the [template](#) provided, as instructed above.

Supporting documents that you should provide in your application may include:

- Proof of ownership or long-term access to the land & premises or facility (Examples of documents that you should include are: land title, lease agreement, memorandum of agreement, etc. Please include a [landowner consent form](#) signed by the owner of the property if you do not directly own the property.)
- Verified photos and or videos of the current state of the facility – including notes explaining the location and damage shown in the photos, and positions of where the photos are taken noted on a plan
- Survey/engineering condition reports
- Project cost documents such as quotes, tender bid, cost estimates, or other cost certifications
- Letters of support from the community
- Other evidence of asset damage or loss directly impacted by the floods of February-March 2022 and how the flood events have impacted current operations

Your combined supporting documents must not exceed 100 pages. Files must not exceed 25MB. Zip files will not be accepted.

Contact us

If you require further information or to discuss the eligibility of your project, please contact us during business hours at the details below:

Phone: (02) 8229 2999

Email: disaster.support@create.nsw.gov.au